

PART 2024 - PROPERTY AND SUPPLY

SUBPART E - Petty Purchases

§ 2024.201 Purpose.

This subpart authorizes designated employees of the Rural Development to make expenditures from personal funds for items specified in § 2024.203, when required in the performance of their official duties.

§ 2024.202 Policy.

Petty purchases for both administrative and program related expenses authorized by this subpart will be paid in accordance with RD Instruction 2024-A. (Revised 08-20-97, PN 280.)

§ 2024.203 Authorities and responsibilities.

The following authorizations apply only to the specific items listed when acquired for official purposes within the employee's assigned jurisdiction. Expenditures of personal funds for items other than those listed are not authorized. For emergency purchases, night depository services, and bags and keys, see RD Instruction 2024-C.

(a) State Directors, Administrative Officers, District Directors, Assistant District Directors, County Supervisors, and Assistant County Supervisors are authorized to make expenditures of personal funds and claim reimbursement for the following items, when such expenses are properly payable by the Government, and, in the case of supplies and services, are within the limits specified when the needs cannot otherwise be met.

(1) Charges for obtaining lien search reports required in making, servicing, and securing loans.

(2) Charges for filing or recording mortgages or other instruments required in the making and servicing (including liquidations) of loans and the filing or recording of releases and satisfactions.

DISTRIBUTION: WSDC

Administrative Services
Property and Supply

RD Instruction 2024-E
§ 2024.203(a) (Con.)

(3) Charges for notarial services as authorized by other RD Instructions.

(4) Official purchases incident to the foreclosure of loans, management and sale of acquired property, except expenses for advertising in newspapers and other publications. (See RD Instructions 1955-A, B, and C.)

(5) For supplies and services required which are not available through the Rural Development Supply Center, St. Louis, Missouri, when the amounts involved do not exceed \$25. See Exhibit A of RD Instruction 2024-A relating to delegation of purchasing authority (Small Purchases).

(6) Repair and replacement of parts and cleaning of electric typewriters and office machines. (See RD Instruction 2024-H, Exhibit E.)

(b) District Directors and County Supervisors are authorized to make expenditures of personal funds for the following items and to claim reimbursement for them:

(1) Postage stamps and postal fees for the mailing of official materials when postage and fees indicia envelopes and labels cannot be used.

(2) Telephone toll calls made from their headquarters and collect calls received at their headquarters when the office telephone service is not under contract between Rural Development and the telephone company, or is not covered by memorandum of agreement with another Federal Agency. Other toll calls made while in travel status will be claimed on the employee's travel voucher for reimbursement along with other travel expenses. Vouchers which cover reimbursement for toll calls must contain the following certification:

"I certify that the long distance telephone calls covered by this voucher were necessary on account of official business, were not personal, and were in the interest of the Government.

(Signed)_____"

§ 2024.204 [Reserved]

§2024.205 Receipts required.

Each purchase must be supported by a paid receipt.

§2024.206 - 2024.210 [Reserved]

§2024.211 Unauthorized purchases.

Unless authorized in advance by the State Office, cash purchases made from personal funds for purposes not specifically covered in this subpart are unauthorized, and the Government is not liable financially until the transaction has been approved by an authorized purchasing officer.

§§2024.212 - 2024.250 [Reserved]

oOo